



## **MINUTES of March 22, 2021 Regular Meeting**

### **Board of Public Works & Safety and Stormwater Board**

Held 2:00 p.m. Goshen Police & Court Building, 111 East Jefferson Street, Goshen, Indiana

Present: Chair Jeremy Stutsman, Member Mike Landis

Absent: Member Mary Nichols

No minutes were presented.

Mayor suggested adding Item #1 (Police Department Resignation), Item #7 (Winter Avenue Road Closure), and Item #8 (Lincoln Avenue Sidewalk/Alley Closure).

**Landis/Stutsman moved to approve the agenda as amended. Passed 2-0**

#### Resignation of Officer Donald Daeschler

Chief of Police Jose' Miller presented the request. (*Attached as Exhibit A*)

**Landis/Stutsman moved to accept the resignation of Officer Donald Daeschler from the Goshen Police Department effective, March 19, 2021. Passed 2-0**

#### Request for Relief: Parking and Driveway Surface, 614 Olive Street

Penny Miller presented her request.

Planning and Zoning Assistant Administrator Rossa Deegan stated Miller has been working with the Planning Department since last fall; the Department sees no issue with the proposal.

**Landis/Stutsman moved to approve the gravel for the driveway at 614 Olive Street as proposed with the changes indicated and approved by the Planning Department as well as right-of-way permit for driveway cut for Engineering Department. Passed 2-0**



Request for Relief: Parking and Driveway Surface, 1707 West Clinton Street

Andy Granzow presented his request.

Deegan stated that proposal meets Planning Department requirements.

Mayor Stutsman stated he liked the green paving system and would like to see more projects similar to this in Goshen.

Landis asked what material would be used in the right-of-way at Pike Street.

Director of Public Works and Utilities Dustin Sailor suggested placing concrete, asphalt or another hard surface in the right-of-way in place of the grass paving. Sailor explained that City does not maintain or replace the proposed type of pavers, only concrete. Further discussion on right-of-way: new material and removal of old concrete.

Discussion about implications for sale, future owners.

Clerk-Treasurer Adam Scharf asked if this material is viewed by the Board as allowed by right under the current policy. Mayor Stutsman stated he would like to see trials and perhaps add to City policy.

Stegelmann commented on the policy structure and mechanisms of approval by the Board.

**Landis/Stutsman moved to approve the use of green material for the driveway to the garage on the back side of 1707 West Clinton Street, (the driveway to Pike Street), all the way to Pike Street hard surface with these conditions:**

- 1. If the city does work affecting the material it is owner responsibility to replace.**
- 2. The curb cut off of Pike Street that is not in use should be removed at the time the driveway is installed.**
- 3. The use of the green paver material within the right-of-way is limited to the current homeowner's ownership of the property.**
- 4. A curb cut permit must be filed with the Engineering Department.**

**Passed 2-0**

Agreement with Cummins, Inc. for Generator Inspection and Maintenance

Stegelmann presented the packet memo.

SCADA/Production Manager Marv Shepherd clarified these are two new generators – one large on at the water plant and another at the Clinton lift station – and required a new contract.

**Landis/Stutsman moved to approve entering into an Agreement with Cummins, Inc. for two City of Goshen generators for two years at \$2,030.18 per year totaling \$4,060.36. Passed 2-0**



Resolution 2021-09: Hiring Requirements for Goshen Fire Department

Legal Compliance Administrator Shannon Marks presented the packet memo.

Mayor asked about cost. Assistant Fire Chief Mike Happer stated that the department is having a hard time getting applicants to the Fire Department; this change from EMT to Firefighter I/II is intended to broaden the applicant pool.

**Landis/Stutsman moved to adopt Resolution 2021-09, Hiring Requirements for Goshen Fire Department. Passed 2-0**

Assistance to Employees: ADP W-2 Error

Scharf presented the packet memo.

Mayor asked for clarification on the problem. Scharf provided further details.

Mayor Stutsman and Landis agreed it is important to assist these employees but the exact type of assistance would need to be clarified. Further discussion.

*No formal action was taken.*

Add "Cross Traffic Does Not Stop" Sign at Purl Street and South 10<sup>th</sup> Street

Sailor presented the packet memo.

**Landis/Stutsman moved to approve the placement of additional signage at Purl Street and South 10<sup>th</sup> Street saying "Cross Traffic Does Not Stop" below the Stop sign. Passed 2-0**

Request for Road Closure on Winter Avenue

Shepherd presented the request for a road closure on Winter Avenue. (*Attached as Exhibit B*).

**Stutsman/Landis moved to allow the Utility Department to close at Winter Avenue between Hickory Street and West Avenue to thru traffic starting Wednesday, March 24 at 8 a.m. through Friday, March 26. Passed 2-0**



Request for Sidewalk and Alley Closure at 210 East Lincoln Avenue: LaCasa

Alan Greaser, representing LaCasa, presented the request. *(Attached as Exhibit C)*

Greaser stated he will personally inspect for debris at the end of each day. Greaser added that it has been 13-14 years since the building was fully renovated.

Greaser confirmed with Street Commissioner David Gibbs that barricades would be needed and provided by the Street Department.

**Landis/Stutsman moved to approve the sidewalk and alley closure at 210 East Lincoln Avenue, "The Hattle," on March 29 for four to five days, with detour for pedestrian traffic. Passed 2-0**

Privilege of the Floor

No one spoke.

**Stutsman/Landis moved to approve Civil City and Utility claims and adjourn. Passed 2-0**

Adjournment at 2:41 p.m.

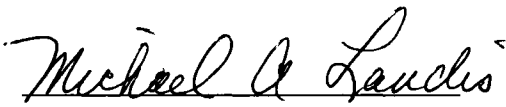
*Exhibit A: Resignation of Donald Daeschler (1 page)*

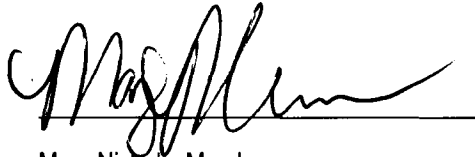
*Exhibit B: Winter Avenue Road Closure (2 pages)*

*Exhibit C: Request for Sidewalk and Alley Closure, 210 East Lincoln Avenue (5 pages)*

APPROVED

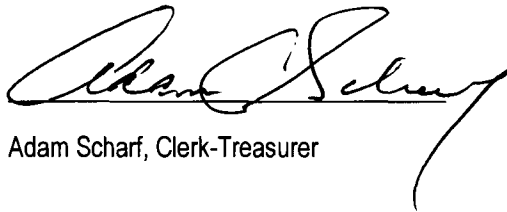
  
\_\_\_\_\_  
Jeremy Stutsman, Chair

  
\_\_\_\_\_  
Michael Landis, Member

  
Mary Nichols, Member



ATTEST

  
Adam Scharf, Clerk-Treasurer

# Exhibit A: Housing Authority Request, 1 page

## Request for Release of Funds and Certification

U.S. Department of Housing  
and Urban Development  
Office of Community Planning  
and Development

OMB No. 2506-0087  
(exp. 08/31/2023)

This form is to be used by Responsible Entities and Recipients (as defined in 24 CFR 58.2) when requesting the release of funds, and requesting the authority to use such funds, for HUD programs identified by statutes that provide for the assumption of the environmental review responsibility by units of general local government and States. Public reporting burden for this collection of information is estimated to average 36 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless that collection displays a valid OMB control number.

### Part 1. Program Description and Request for Release of Funds (to be completed by Responsible Entity)

1. Program Title(s) Project Based Vouchers	2. HUD/State Identification Number 8536/5HPH	3. Recipient Identification Number (optional) IN060
4. OMB Catalog Number(s) 14.871	5. Name and address of responsible entity  City of Goshen 202 S 5th Street Goshen IN 46528	
6. For information about this request, contact (name & phone number) Pamela Kennedy, Executive Director Warsaw Housing Authority (574)269-7641	7. Name and address of recipient (if different than responsible entity)  Warsaw Housing Authority P O Box 387 Milford IN 46542	
8. HUD or State Agency and office unit to receive request  Indianapolis HUD Office IndianapolisPublicHousing@hud.gov	The recipient(s) of assistance under the program(s) listed above requests the release of funds and removal of environmental grant conditions governing the use of the assistance for the following	
9. Program Activity(ies)/Project Name(s)  PBV - Units for disabled families leaving residential housing	10. Location (Street address, city, county, State)  1789 Westplains Drive Goshen IN 46528	

#### 11. Program Activity/Project Description

Enter into a contract between the Warsaw Housing Authority and LaCasa Inc. to provide 2 project based vouchers for a newly constructed 8 unit complex for disabled families coming out of group home living. This new building brings 8 new units to this site, which was built with a HOME grant. They will be ready to lease up on May 1, 2021. LaCasa built this complex in partnership with Oaklawn Community Mental Health Center. Oaklawn will be providing case workers for each of the occupants. The Warsaw Housing Authority is providing Rental Education to those with PBV and vouchers to enhance their skills for living independently. Six families have been approved to occupy the units by LaCasa, Oaklawn and the Warsaw Housing authority to date.

**Part 2. Environmental Certification (to be completed by responsible entity)**

With reference to the above Program Activity(ies)/Project(s), I, the undersigned officer of the responsible entity, certify that:

1. The responsible entity has fully carried out its responsibilities for environmental review, decision-making and action pertaining to the project(s) named above.
2. The responsible entity has assumed responsibility for and complied with and will continue to comply with, the National Environmental Policy Act of 1969, as amended, and the environmental procedures, permit requirements and statutory obligations of the laws cited in 24 CFR 58.5; and also agrees to comply with the authorities in 24 CFR 58.6 and applicable State and local laws.
3. The responsible entity has assumed responsibility for and complied with and will continue to comply with Section 106 of the National Historic Preservation Act, and its implementing regulations 36 CFR 800, including consultation with the State Historic Preservation Officer, Indian tribes and Native Hawaiian organizations, and the public.
4. After considering the type and degree of environmental effects identified by the environmental review completed for the proposed project described in Part 1 of this request, I have found that the proposal did ☐ did not ☒ require the preparation and dissemination of an environmental impact statement.
5. The responsible entity has disseminated and/or published in the manner prescribed by 24 CFR 58.43 and 58.55 a notice to the public in accordance with 24 CFR 58.70 and as evidenced by the attached copy (copies) or evidence of posting and mailing procedure.
6. The dates for all statutory and regulatory time periods for review, comment or other action are in compliance with procedures and requirements of 24 CFR Part 58.
7. In accordance with 24 CFR 58.71(b), the responsible entity will advise the recipient (if different from the responsible entity) of any special environmental conditions that must be adhered to in carrying out the project.

As the duly designated certifying official of the responsible entity, I also certify that:

8. I am authorized to and do consent to assume the status of Federal official under the National Environmental Policy Act of 1969 and each provision of law designated in the 24 CFR 58.5 list of NEPA-related authorities insofar as the provisions of these laws apply to the HUD responsibilities for environmental review, decision-making and action that have been assumed by the responsible entity.
9. I am authorized to and do accept, on behalf of the recipient personally, the jurisdiction of the Federal courts for the enforcement of all these responsibilities, in my capacity as certifying officer of the responsible entity.

Signature of Certifying Officer of the Responsible Entity

X

Title of Certifying Officer

City of Goshen, Mayor

Date signed

April 12, 2021

Address of Certifying Officer

202 S 5th Street Goshen IN 46528

**Part 3. To be completed when the Recipient is not the Responsible Entity**

The recipient requests the release of funds for the programs and activities identified in Part 1 and agrees to abide by the special conditions, procedures and requirements of the environmental review and to advise the responsible entity of any proposed change in the scope of the project or any change in environmental conditions in accordance with 24 CFR 58.71(b).

Signature of Authorized Officer of the Recipient

X

Title of Authorized Officer

Executive Director, WHA

Date signed

April 12, 2021

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)



**Kent Holdren, Superintendent  
WATER UTILITY, CITY OF GOSHEN**

308 North Fifth Street • Goshen, IN 46528-2802

Phone (574) 534-5306 • Fax (574) 534-4281 • TDD (574) 534-3185  
kentholdren@goshencity.com • www.goshenindiana.org

3/22/21

### **Request for Road Closure on Winter Ave**

To the Board of Public Works and Safety and Storm Water;

The City of Goshen Water and Sewer Department will be installing a sewer tap for 1215 Hickory Street. The work will require excavation of the road, with a trench that will be approximately 8' feet in depth. For the safety of the work crews and the public, the City is requesting permission to close Winter Ave, between Hickory St. and West Ave to thru traffic, on Wednesday 3/24/21, starting 8:00 am, and reopening for traffic on Friday evening 3/26/21. See attached map for reference.

We will notify Goshen Schools, EMS and insure that the garbage is moved to the appropriate location for pick up.

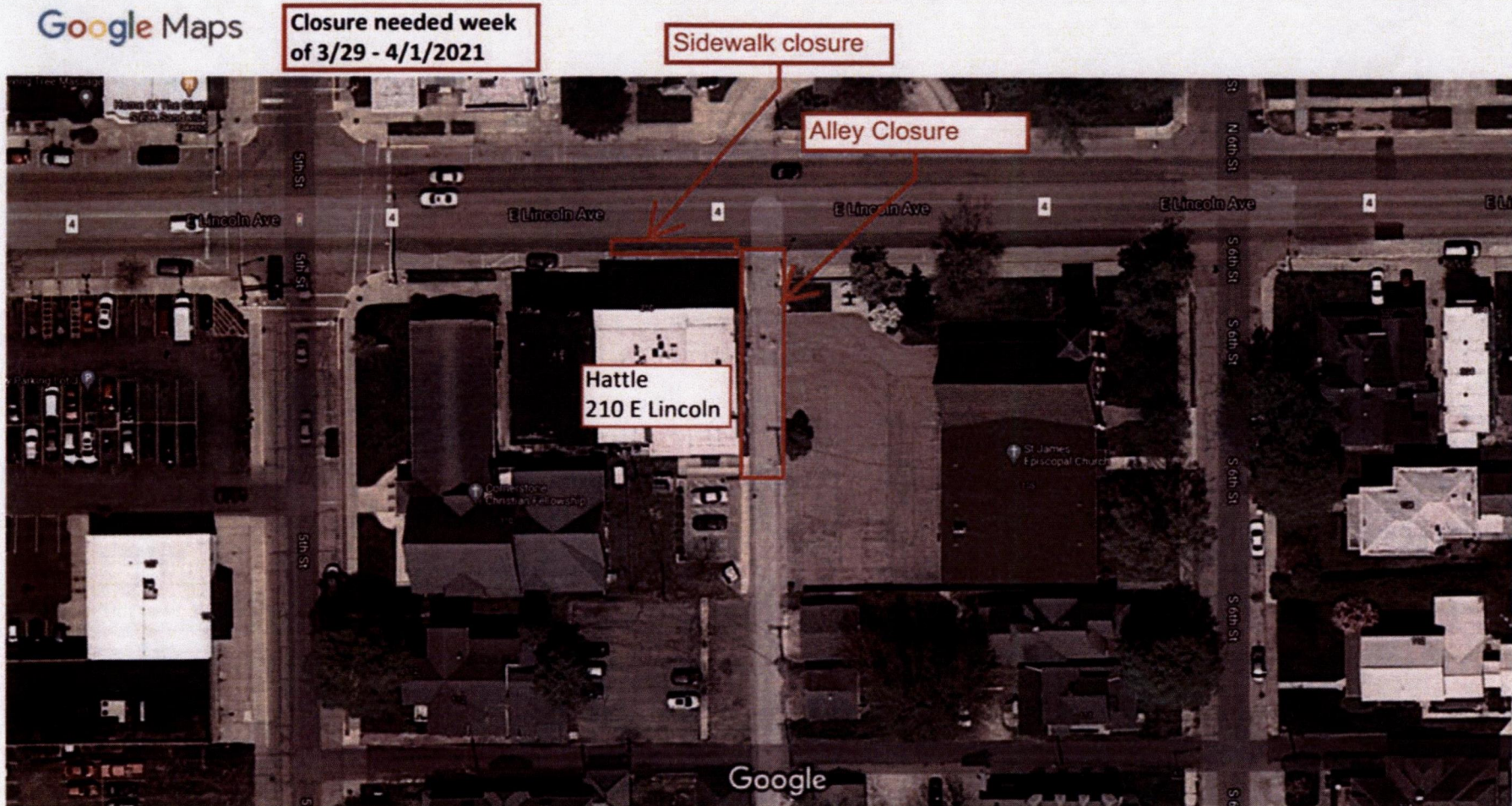
Regards;

A handwritten signature in black ink, appearing to read "Kent Holdren", written over a horizontal line.

Kent Holdren  
Superintendent of Goshen Water Department



Exhibit C: Request for Sidewalk and Alley Closure, 210 East Lincoln Avenue



Lacasa is requesting sidewalk and alley closure around our property at 210 E Lincoln (The Hattle) starting Monday March 29th for 4 or 5 days. This is required for a brick mason, using a lift, to repair and replace brick prior to repainting the building.

Requested by:

Alan Greaser, VP Asset Management

Lacasa Inc.

202 N Cottage Ave

Goshen, IN 46528

574-533-4450 ext. 22

alan.greaser@lacasainc.net